

SPF SIG Focus Group Tool #4
Focus Group Tracking Form

This tracking form is being provided for your use. Alter it as needed. If you are doing both priorities, we suggest that you keep a separate tracking form for both priorities. Examples of things that might be recording under Comments include logistical considerations (i.e. if a baby-sitter will be provider, his/her name and contact info) and whether participation was too low and another focus group with the same demographic needs to be done.

Focus Group	Date	Time	Location	# Invited	# Confirmed	# Participated	Person Responsible for Organizing Group	Facilitator & Assistant	Comments

Focus Group Codes: [Use this space to describe the focus group. For example, adult 1 nd (adult group 1 non-drinkers) or older adult 2 rx (older adult group 2 with narcotic prescriptions).]

1. adult 1 nd
2. adult 2 nd